APPENDIX B
SAMPLE TRAINING GUIDES

This appendix contains sample training guides listing subject, scope, and subtopics. Covered in this appendix are guides for cooking meat (Table B-1, page B-l); poultry (Table B-2, page B-3); fish and shellfish (Table B-3, page B-5); and vegetables (Table B-4, page B-6). Also included is a sample training guide for preparing breakfast foods (Table B-5, page B-7); soups (Table B-6, page B-8); and salads (Table B-7, page B-9).

Table B-1. Sample training guide for cooking meat

SUBJECT	SCOPE	SUBTOPICS
How to roast meat	Explanation of roasting principle: Beef Veal Pork Lamb and mutton	Characteristics of cuts suitable for roasting
	Care and storage before roasting	
	Preparation: Seasoning Roasting temperatures Time	Shrinkage: Cause Effect Control
	Testing for doneness	Methods of testing
	Serving	Gravies Jellies Garnishes
	Carving	Carving tools Portions
	Care of meat: After roasting During serving period Storage	Use of drippings, fat, and trimmings
How to grill meat	Explanation of grilling principle	Purpose and effect of grilling
		Cuts suitable for grilling: Beef Veal Lamb

Table B-1. Sample training guide for cooking meat (continued)

SUBJECT	SCOPE	SUBTOPICS

How to grill meat (continued)	Preparation:
	  Fresh meat
	  Frozen meat
	
	Procedures:
	  Seasoning
	  Searing
	  Temperature
	  Grilling time
		Equipment

How to braise meat	Explanation of braising principle
	
	Preparation:
	  Browning
	
	Procedures:
	  Seasoning
	  Basting
	  Temperature
	
	  Timing
	  Finishing process
	
	Testing for doneness
	
	Care and storage
		Cuts of meat used for braising
		
		Equipment
		
		Stocks
		Sauces or glaze
		Importance of low temperature
		
		Method of testing

How to simmer (boil) meat	Explanation of cooking principle
	
	Preparation:
	  Fresh meats
	  Corned beef
	  Smoked meats
	
	Procedures:
	  Seasoning
	  Care in cooking
	  Temperature
	  Timing
	
	Testing for doneness
	
	Carving
		Cut of meat
		
		Equipment
		
		Use of resulting stock
		
		Methods of testing
		
		Variations in carving and serving

Table B-1. Sample training guide for cooking meat (continued)

SUBJECT	SCOPE	SUBTOPICS
How to saute (panfry) meat	Explanation of cooking principle	Cuts suitable for sauteing
	Preparation	Equipment and utensils Selection of butter, vegetable shortening, lard, or oil
	Procedures: Seasoning Browning	Variations in finishing process in oven
	Temperature Timing: Thickness Finishing	Variations in finishing process in oven
	Preparation of sauce used with sauteed meats	
	Testing for doneness	Methods of testing
	Serving	Garnishes Sauces Gravies
	Care and storage	

Table B-2. Sample training guide for cooking poultry

SUBJECT	SCOPE	SUBTOPICS
How to roast poultry	Explanation of roasting principle: Turkey Chicken Duck	Classification Effect of roasting Nutritive value Characteristics of poultry suitable for roasting: Age Weight
	Preparation for roasting: Frozen poultry	Equipment Roast pans Thermometers

Table B-2. Sample training guide for poultry (continued)

SUBJECT	SCOPE	SUBTOPICS
How to roast poultry (continued)	Procedures: 　Seasoning 　Basting 　Vegetable garnishes 　Roasting temperatures 　Time Carving Testing for doneness Serving Stuffings and dressings: 　Types 　Variations in methods of preparation Care of fowl: 　After roasting 　During serving period 　Storage	Shrinkage: 　Cause 　Effect 　Control Variation in roasting procedure for ducks Carving tools Portion control Methods of testing Sauce Gravy Garnishes Related topics
How to deep-fat fry poultry	Explanation of frying principle Preparation: 　Fresh poultry 　Frozen poultry Procedures: 　Seasoning 　Dredging 　Temperature 　Timing Testing for doneness	Cuts suitable for frying Equipment Fat used: 　Amount 　Temperature Methods of testing

Table B-3. Sample training guide for cooking fish and shellfish

SUBJECT	SCOPE	SUBTOPICS
How to bake fish	Preparation	Equipment and utensils Kinds of fish suitable for baking

	Procedures:
	  Seasoning
	  Temperature
	  Timing	

	Testing for doneness	Methods of testing
	Serving	Sauces Garnishes

How to saute and panfry fish	Preparation	Kinds of fish suitable
		  for sauteing and
		  panfrying

	Procedures:
	  Seasoning
	  Dredging
	  Breading
	  Temperature
	  Timing
		Temperature of fat

	Testing for doneness	Methods of testing
	Serving	Sauces Garnishes
How to deep-fat fry fish	Preparation	Equipment

	Procedures:
	  Breading
	  Seasoning
	  Temperature
	  Timing
	  Draining
	  Care in frying
		Precautions:
		  Thermometers
		  Thermostats

	Testing for doneness	Methods of testing
	Serving	Sauces Garnishes

Table B-3. Sample training guide for cooking fish and shellfish (continued)

SUBJECT	SCOPE	SUBTOPICS
How to cook seafoods: Clams Oysters Shrimp	General principles of cooking seafood	Variations in seafood
	Preparation--care and storage before cooking: Frozen Canned Dehydrated	Equipment
	Procedures: Seasoning Care during cooking	Preventing toughness Variations in seafood dishes: Chowder Cocktail
	Testing for doneness	Methods of testing
	Serving	Sauces Accompaniments Garnishes
	Storage after cooking	

Table B-4. Sample training guide for cooking vegetables

SUBJECT	SCOPE	SUBTOPICS
How to cook vegetables	Preparation--proper handling and storage of vegetables before cooking	Nutritive value of vegetables Effect of cooking Preservation of food: Value Color Flavor Texture Equipment and utensils used in cleaning and preparing vegetables

Table B-4. Sample training guide for cooking vegetables (continued)

SUBJECT	SCOPE	SUBTOPICS
How to cook vegetables (continued)	Procedure for cooking vegetables: Fresh Frozen Dehydrated Canned	Kinds High moisture, mild flavor High moisture, strong flavor Moist, starchy Dry, starch
	Cooking by different methods: Steaming Boiling Pressure-cooking Sauteing Frying	Principles involved in: Steaming Boiling Creaming Sauteing
	Seasoning	Variations
	Temperature	
	Time	
	Serving	Sauces
	Proper handling and storage of cooked vegetables	

Table B-5. Sample training guide for preparing breakfast foods

SUBJECT	SCOPE	SUBTOPICS
Eggs	Preparation and procedures: Seasoning Care while cooking Temperature Timing	Care of eggs Storage: Fresh Dehydrated Frozen Methods or varities: Boiled Fried Poached Scrambled Omelets Shirred
Meat items (cured meat)	Preparation and procedures: Cooking temperature Draining Time	Varieties: Ham Sausage Bacon Equipment, utensils, and tools Methods of serving

Table B-5. Sample training guide for preparing breakfast foods (continued)

SUBJECT	SCOPE	SUBTOPICS
Cooked cereals	General preparation and procedures: 　Seasoning 　Care while cooking 　Cooking temperature 　Time 　Care after cooking	Types: 　Cream of wheat 　Farina 　Oatmeal 　Variations Utensils Methods of serving
Batters	Preparation and procedures: 　Pancakes or griddle cakes 　Waffles Care during cooking: 　Temperature 　Time Care after cooking	Equipment, utensils, 　and tools Methods of serving
Toasts	Preparation and procedures: 　Seasoning 　Flavoring 　Temperature 　Time	Equipment Methods of serving Storage and care of 　bread

Table B-6. Sample training guide for preparing soups

SUBJECT	SCOPE	SUBTOPICS
How to prepare soup stock	Preparation: 　White stock 　Brown stock Procedures: 　Seasoning 　Care during cooking 　Temperature 　Time 　Care after cooking Uses of stock	Utensils Handling Holding
How to prepare cream soups	Preparation and procedures: 　Seasoning 　Thickening agent 　Temperature	Varieties: 　Potato 　Tomato 　Mushroom

Table B-6. Sample training guide for preparing soups (continued)

SUBJECT	SCOPE	SUBTOPICS

How to prepare cream soups (continued)	Time	Utensils
		Variations in procedure
		Form of milk or cream used:
		    Dry or dehydrated
		    Canned
		    Stock

	Care while cooking	Curdling:
		    Cause
		    Effect
		    Prevention
		Method of serving

	Care after cooking	Storage

How to prepare purees (thick soups)	Preparation and procedures:
	    Soaking
	    Seasoning
	    Care in cooking
	    Temperature
	    Time
		Equipment
		Stock
		Garnishes

	Care after cooking	Storage

Table B-7. Sample training guide for preparing salads

SUBJECT	SCOPE	SUBTOPICS

How to prepare salads	Preparation and procedures:
	    Arrangement
	    Care of salads during preparation
	    Dressings
	    Care of salads after preparation
		Nutritive value of salads
		Types of salad involving use of:
		    Cooked foods
		    Raw foods
		    Gelatin
		Care in washing and preparing salad greens and vegetables
		Organization of materials
		Storage of salad components:
		    Fruits
		    Vegetables
		    Greens
		Types of dressings

	Serving	Methods of serving